



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

2015/2016 Winter Technician Trainee Program

Position Title: Technician Trainee
(2 positions)

Position Location: District 2 – 819 Depot Avenue, Dixon

IPR# 40685

Program Dates: January 4, 2016 – May 31, 2016

Salary Range: \$11.10 /hour

DATE OF POSTING: DECEMBER 2, 2015

CLOSING DATE: DECEMBER 15, 2015

Description Of Duties:

These positions provide temporary entry-level non-engineering technical support as needed in an office setting. The Technician Trainee positions are designed to equip program participants with workforce experience on a temporary basis. Duties performed range from assisting in the surveying, inspecting various construction procedures, conducting studies, analyzing data, and ensuring compliance with all Departmental Safety Rules and Regulations.

Special Qualifications:

The following criteria is required:

- Must be 18 years old by December 31, 2015
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The following criteria is desired:

- Knowledge of computer software programs such as Word, Excel, Access, PowerPoint, Outlook and Publisher
- Four years High School education
- Ability to work in a group setting
- Strong organizational, leadership and self-motivational skills
- Ability to interact with all levels of departmental staff
- Strong oral and written communication skills

Applicants must submit completed IDOT 2015/2016 Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible.

Applications should be returned to the Illinois Department of Transportation, Attn: Dominic Meneghetti, 819 Depot Avenue, Dixon, IL 61021, fax: 815/284-5908.

A handwritten signature in cursive script, appearing to read "Donna Sayler".